

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR Application Date June 30, 1980 Application Number DHR 80-18		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Office of District Programs Title XX Monitoring Unit 618 Ponce de Leon Avenue, N. E. Atlanta, Georgia 30308		ARCHIVES AND HISTORY Application Number 80-302 Date Received JUL 3 1980 Date Completed JUL 17 1980	
2. Person to Contact Ms. Delores Napper		Working Title Supervisor, Title XX Monitoring Unit		Telephone Number 894-5014	
I. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest June, 1974 Latest to present		5. Records Series Title (followed by title used in office; if different) Title XX Monitoring Files			
3. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Office of District Programs supervises the Special Councils on Aging, Maternal and Infant Sealth, Family Planning, Developmental Disabilities, Children and Youth, Economic Opportunity Aging Section, Child Development, the Client Transportation Project, and the Title XX monitoring Unit. Other duties and responsibilities of this Office include intergovernmental relations, particularly with county and local officials and their respective State associations</p> <p>The Title XX Monitoring Unit is responsible for: conducting a program of reviewing contracte service programs to determine client eligibility and fiscal accountability; developing program guidelines to be used in implementing programs; and reviewing policies and recommending policy changes as needed for improvement of, service delivery.</p>					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: monitoring service programs, provided by Title XX contracted agencies, to assure that Federal requirements are met. Included are: forms used for determining the quality of services to clients by agencies receiving Title XX funds: 5561 (Child Care Monitoring Report); 5562 (Adult Services Monitoring Report); 5563 (Fiscal Review); 5564 (Staff Records); 5565 (Client File Worksheet); 5566 (Supplemental Security Income Services /SSIS/); and 5567 (Error Code and Compilation of Monitor Review Findings Service Folder Inspection Report). Each form is a report or review to document as applicable: Agency code, name, address, telephone number; Contact, person; date reviewed and time arrived through time of departure; total caseload count; number recorded; % sampled; # of gaps; date report prepared and date distributed; name of bookkeeper; comments; findings and recommendations; specific findings in accordance with Federal requirements, such as: suitability of facilities; health and nutrition services; training of staff; parent involvement; administration; staff to The file is arranged : numerically by control number assigned by Child Development Unit					
8. Monthly Reference Rate Weekly 12-14 One to six months old : twenty-five months and older ?		How often are records referred to which are: 12-14 : Seven to twelve months old : Thirteen to twenty-four months old :			
9. Annual Rate of Accumulation of Records Letter-size drawers 12 : Legal-size drawers : Shelves : Other (Specify)					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. show client names - DHR confidentiality policy
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? partial files in If yes, where? DHR Contracts Management and/or Office of District (Programs)
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | <u>3</u> years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,
State - June 30

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Delores Napper</i>	6/27/80	<i>Elizabeth W. Crank</i>	6/24/80
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	7-11-80
		Secretary of State/Designee	7-14-80
		Attorney General/Designee	7-16-80

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Title XX Monitoring Files

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7. child ratios; posted information; child care attendance and report; staff records; client file worksheet; adult services contracted for by agency, such as day care, transportation; home management, homemaker/chore, home delivery of meals, health related and other services; staff records; financial management system; bank account; deposits; payroll; travel; petty cash; insurance; private agencies; equipment; procurement; source documentation; internal control; documents; monthly report of receipts and expenditures; and report month expenditure details; findings which differ from those reported by agency; errors found in checking receipts of fees, required applications, and service card certifications; and required signature and date of that signature.